

North Fork Rancheria Indian Housing Authority  
57907 Old Mill Site Court  
North Fork, CA 93643  
(559) 877-7360

Board of Commissioners Meeting Minutes  
September 18, 2019  
5:00 pm

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Commissioners Present

Thomas Galt  
Bobby Hale  
Christopher Aguirre  
Shannon Wentworth  
Elaine Fink  
Jacquie Van Huss

Commissioners Absent

Richie Cline  
Katrina Guitierrez

Staff

Paul Irwin  
Debora Kerns-Barba  
Bernice Polkenhorn

Guests

Katherine Bell  
Patricia Forester  
Susie Lavell

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A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 5:11 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Christopher Aguirre motioned to approve the agenda, Jacquie Van Huss seconded, and the motion carried 6/0/0.

D. **APPROVAL OF MINUTES 9/4/2019:**

Elaine Fink motioned to approve the 9/4/19 meeting minutes, Jacquie Van Huss seconded, and the motion carried 6/0/0.

E. **REPORTS:**

(1) **Director:**

i. **2017 ICDBG – Sierra Mono Museum:**

The director reported that staff and Tribal Council held a budget meeting with the Sierra Mono Museum Board on September 12, 2019. They also discussed updating fundraising letters and flyers. The director also reported that the electrical contractor is scheduled to return tomorrow and that the HVAC sub-contractor will proceed once electrical is done. Paving contractor is finishing in Yosemite mid to late this week and we are next on the schedule.

- ii. **2018 ICDBG – Cultural and Environmental Protection Center:**  
Environmental Consultant is to be complete by October 11<sup>th</sup>, and then we will publish the finding of no significant impact and request for release of funds. The director is planning to prepare a Request for Proposals (RFP) for architecture and engineering (A&E) services and will need to have a A&E firm under contract by December. The director will be structuring the RFP for the project to go out to bid, so that we can enter a firm lump sum contract. This will require that the plans be more detailed, but we can require that the plans be revised if the bids come in over the project budget.
- iii. **Annual Inspections:**  
The director reported that annual inspections are scheduled in Fresno/Clovis tomorrow, and in North Fork next Tuesday and Wednesday.

(2) **Chairperson:**

(3) **Other:**

**F. NEW BUSINESS:**

- (1) **Self-Monitoring:**  
The director reported that self-monitoring will be required prior to completion of our Annual Performance Report. The BOC scheduled self-monitoring for Wednesday, October 16<sup>th</sup>, 2019 at 1:30. BOC.

**G. OLD BUSINESS:**

- (1) **Procurement: Playground Equipment Installation:**

- i. Playgrounds Unlimited: \$17,466.23
- ii. Recreation Science Inc.: \$18,250.00
- iii. Creative Builders: \$20,826.00
- iv. King Khan Drilling & Construction, Inc.: \$22,327.00
- v. Community Playgrounds: \$31,505.00

Bobby Hale motioned to approve Playgrounds Unlimited in the amount of \$17,466.23, Christopher Aguirre seconded, and the motion carried 6/0/0.

**H. EXECUTIVE SESSION:**

Jacquie Van Huss motioned to go into executive session at 5:29 pm, Bobby Hale seconded, and the motion carried 6/0/0.

- (1) **[REDACTED]**  
Christopher Aguirre motioned to deny the request for a payment schedule, Jacquie Van Huss seconded, and the motion carried 6/0/0. The director advised to issue a letter on acceptable payment terms.

- (2) **General Council Survey:**  
The director presented a draft housing and community development needs assessment to be conducted at the general council meeting. The BOC provided comments and updates.
- (3) [REDACTED]  
The director reported on the 3-day notice approved by the BOC via email.
- (4) [REDACTED]  
The director provided notice of rental balance and pending payment.
- (5) [REDACTED]  
Staff reported that the previously approved non-low-income emergency rental assistance was declined due to the condition of the unit, and a check was not issued. Applicant is still eligible for future assistance.
- (6) [REDACTED]  
The director updated on the homeowner rehabilitation project.
- (7) **Trespassers:**  
Tabled. Tribal Council to provide the director with documentation for BOC determination.
- (8) **Personnel:**  
The director reported that we have advertised for a construction foreman and have received one application. The director also reported that an applicant for construction laborer has passed all of his screenings and is starting next Monday.
- (9) **Policies:**  
Policy meeting scheduled for Saturday October 26<sup>th</sup> at 8:00 am, the director will email staff recommendations on the admissions and occupancy policy to the BOC by September 30<sup>th</sup>.

Jacquie Van Huss motioned to come out of executive session at 7:37 pm, Shannon Wentworth seconded, and the motion carried 6/0/0.


I. **NEXT MEETING:**

October 2, 2019 at 5:00 pm.

J. **ADJOURNMENT:**

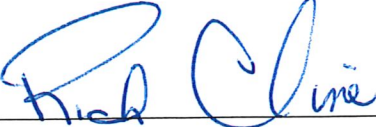
Jacquie Van Huss motioned to adjourn at 7:37 pm, Elaine Fink seconded, and the motion carried 6/0/0.

MINUTES TRANSCRIBED BY:

  
Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 2<sup>nd</sup> day of October 2019 at which a legal quorum was present, these minutes were approved as written by a vote of 5 for, 0 against, and 2 abstaining.

  
\_\_\_\_\_  
Commissioner

10-2-2019  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Commissioner

10-2-19  
\_\_\_\_\_  
Date